

Reference Number:	415-01-DD
Title of Document:	Work Attendance - Hazardous Weather Conditions
Date of Issue:	May 28, 1987
Effective Date:	May 28, 1987
Last Review Date:	May 5, 2006 (No Revisions)
Date of Last Revision:	January 1, 1995
Applicability:	All DDSN State Employees

The language used in this policy does not create an employment contract between the employee and the Department of Disabilities and Special Needs (SCDDSN). **SCDDSN reserves the right to revise the contents of this policy in whole or in part.**

PURPOSE:

In accordance with the "Hazardous Weather Policy for South Carolina State Agencies and Employees" approved by the State Budget and Control Board, the following regulations are adopted to govern work attendance in time of hazardous weather or other emergency conditions.

1. Make up the time lost from work at a time scheduled by facility.
2. Use accrued annual leave.
3. Take leave without pay.

When unable to report to work due to weather conditions, employees should notify their supervisor as soon as possible.

If hazardous conditions develop during a work day, the State Director of Disabilities and Special Needs or Facility Administrators will notify employees when it is determined that employees should leave early. In such cases, employees may arrange for the time lost as specified above.

Announcements concerning the closing of State Offices in the Columbia area will be made by the Governor's Office and notification to state agencies will be made by the State Office of Human Resources. The DDSN Director of Human Resource Management will notify the Facility Administrators of centers located outside the Columbia area who will deal with emergency situations on a local basis.

All residential centers must develop and maintain a roster of essential employees for emergency situations and emergency plans for providing transportation to and from work for the necessary personnel who cannot arrange transportation on their own during emergencies.

Emergency essential employee rosters should be reviewed after each emergency to ensure that the appropriate employees are included.

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